

INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR A LICENSED PROFESSIONAL COUNSELOR ASSOCIATE (LPCA)

(This is for information only, you must read the law and regulations for all requirements)

To become a Licensed Professional Counselor Associate (LPCA), the following requirements must be met:

1. You must have a Masters, Specialist, or Doctorate Degree in Counseling or related field from a regionally-accredited institution;
2. You must have completed a minimum of sixty (60) graduate semester hours in the following areas and all 9 areas have to be covered:
 - (1) The helping relationship, including counseling theory and practice;
 - (2) Human growth and development;
 - (3) Lifestyle and career development;
 - (4) Group dynamics, process, counseling, and consulting
 - (5) Assessment, appraisal, and testing of individuals;
 - (6) Social and cultural foundations, including multicultural issues;
 - (7) Principles of etiology, diagnosis, treatment, planning, and prevention of mental and emotional disorders and dysfunctional behavior;
 - (8) Research and evaluation; and
 - (9) Professional orientation and ethics;
 - (10) Complete an organized practicum or internship consisting of at least 400 hours.
3. Complete Section 1 of the application and sign the Affidavit:
4. Complete Section 2 of the application pertaining to your education.
5. Complete Section 3 of the application pertaining to your present employment.
6. Complete Section 5 of the application. Enter the courses that you believe are appropriate to fulfill each of the core areas. Call the university where you completed your counseling degree if you need assistance.
7. You can be licensed at the associate level but cannot practice until you and your supervisor complete a Supervisory Contract, submit to the board and the board approves for you to begin to work under supervision. It is illegal to practice as a professional counselor without this approval. This is your plan for getting the required supervision to become a LPCA.
8. Request that an official copy of your graduate transcript(s) be sent from the registrar of each institution directly to the Board (The Board does not accept copies of transcripts or issued to student transcripts.
9. Send a check or money order (no cash) with the application made payable to the Kentucky State treasurer in the amount of \$50.00. If your application is denied, you will receive a refund of \$25.00.
10. All applications and documentation must be received in the board office 5 business days prior to the board meeting date to be put on the agenda. If this deadline is not met, it will automatically be added to the next month's agenda. The Board is scheduled to meet the 3rd Friday of each month. However, this is not always possible.

YOU WILL BE NOTIFIED IN WRITING OF RESULTS WITHIN 2 WEEKS AFTER BOARD MEETING. RESULTS WILL NOT BE GIVEN OVER THE PHONE..